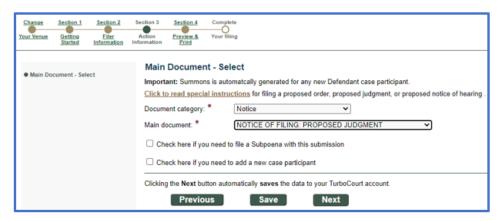
How to Submit Proposed Documents in Counties Other than Maricopa and Pima

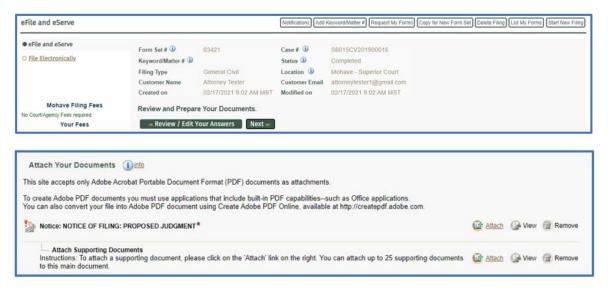
Submitting a proposed document as a connected (supporting) document

Allowed formats: docx, odt

- 1. In 'Section 3: Action Information', on the 'Main Document Select' screen, select the 'Document Category' that best describes your lead document (Motion or Notice), then select the appropriate document description from the drop-down menu. Note that the document type must be one of the following:
 - Motion (any)
 - Notice of Filing: Proposed Order
 - Notice of Filing: Proposed Judgment
 - Notice of Filing: Proposed Notice of Hearing



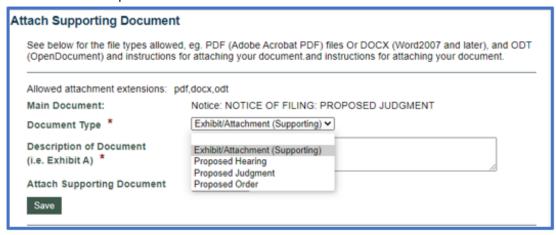
2. Attach your main document on the 'Review and Prepare Your Documents' screen. Click on the 'Attach' link next to the document title under the 'Attach Your Documents' section.



3. Attach your proposed document as a supporting document. Click on the 'Attach' link next to 'Attach Supporting Documents'.



- A. Make the appropriate selection for Document Type from the following options:
 - I. Proposed Hearing
 - II. Proposed Judgment
 - III. Proposed Order



- B. Enter the document title without special characters.
- C. Press the 'Browse' button. A pop-up window will open. Select your saved file from the 'Choose File to Upload' dialog box and press the 'Open' button. You can upload any single file up to 9.5MB.

D. Press the 'Save' button. Depending on the size of your file, this attachment process could take several minutes. When the attachment process is completed, this Attach Document window will automatically close.

